
Building Division Informational Handout

Handout No. 6-1

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Gas - Meter Information

The following information describes how to obtain a gas meter for either a new or an existing building. However, these procedures do not apply to "Shell" buildings without a designated occupant. It also advises what to do if a meter has been disconnected due to damage, vacancy or for non-payment of utility bills. Also, procedures are outlined for checking the status of inspection and approval for a meter release by the Building Division.

TO GET A GAS METER FOR A NEW BUILDING -

The following information specifies how to get a gas meter for a new building -

[However, these procedures do not apply to "Shell" buildings without a designated occupant.]

- I. The gas-fired equipment and gas piping must be installed, inspected and approved.
- II. The inspector will complete the Meter Release form, and
- III. The owner must contact PG&E

I. Gas System Test & Inspection Requirements

- The gas piping system must be **tested, inspected and approved** prior to issuing a meter release.
- To request an inspection, call (408) 535-3555.
- Gas piping test requirements are as follows:
 - The gas piping inspection shall include an air pressure test. The gas piping shall stand a pressure of not less than (10) pounds per square inch gauge pressure. The test must hold for at least 15 minutes with no perceptible drop in pressure.
 - The test gauge shall have 1/10 pound incrementation or less. The pressure range shall not be greater than twice the test pressure.
 - For other test gauge requirements refer to the Uniform Plumbing Code section 319.
 - For welded pipe, or pipe carrying medium pressure, a 60-pound test shall be performed prior to the 10 pound test using gauge with 1/10 lb. increments.

II. Meter Release Information

- After the final building inspection is approved, the inspector will issue a meter release and leave a copy on the job.
- The inspector will bring another copy of the meter release to the Building Division the following business day.
- The Building Division will then notify PG&E of meters that have been approved to release.

- To check if PG&E has received meter release notification from the city, contact PG&E at (800) 743-5000.
Note: PG&E does not have a record of approved meter releases before 2:00 p.m. the day following inspection. Please make meter release status inquiries after 2:00 p.m.

Note: Gas meter releases are not issued for speculative spaces.

III. Owner notification

The owner must also contact PG&E and make arrangements to have them install the meter. PG&E will not set a meter unless they have the necessary billing information from the owner.

TO GET A GAS METER FOR AN EXISTING BUILDING -

(Note: These procedures do not apply to "Shell" buildings without a designated occupant.)

The procedures for getting a gas meter for an existing building are essentially the same as those for getting a meter for a new building. As with new buildings, **a permit must be obtained** prior to receiving a meter release from the Building Division.

To obtain a meter release for an existing building, follow the procedures below:

Condition 1: If an existing building or tenant space is **undergoing alterations**, which requires obtaining permits, then comply with the following procedures:

- I. Obtain the necessary permits, including a "**gas piping permit**", and
Note: Depending on the occupancy and scope of work, plan check may be required prior to issuing a permit; then
- II. The gas piping system and mechanical equipment must be **tested, inspected and approved**, then
- III. The inspector will complete a ***Meter Release Form***, and
- IV. The **owner must contact PG&E** after obtaining the Meter Release.

Condition 2: If an existing building or tenant space **never had gas service** to the building or tenant space, (follow the procedures outlined in Condition 1)

Condition 3: If the building was previously occupied and **had a gas meter at one time**, but the meter has been disconnected for non-payment of utility bills or due to building vacancy, then comply with the following procedures:

- I. Obtain the necessary "**gas piping permit**", and
- II. The gas piping system and mechanical equipment must be **tested, inspected and approved**, then
- III. The inspector will complete a ***Meter Release Form***, and
- IV. The **owner must contact PG&E** after obtaining the Meter Release.

Condition 4: When gas service has been disconnected due to **DAMAGE** such as fire, wind or vehicle damages, then comply with the following procedures:

The procedures for having the gas service reactivated under this condition are the same as stated above. However, prior to obtaining a *gas piping permit*, the owner must obtain a *Damage Survey*. The survey involves inspection from a City Inspector to determine the total scope of damage to the premises. To obtain a meter release if this condition applies,

- I. Obtain a *damage survey permit*, and
- II. Based on the survey, obtain the necessary "*gas piping permit*", then
- III. The gas piping system and mechanical equipment must be **tested, inspected and approved**, then
- IV. The inspector will complete a *Meter Release Form*, and
- V. The **owner must contact PG&E** after obtaining the Meter Release.

Permit Requirements

- Permits are issued to either the owner or to a State-licensed contractor.
- Permits are obtained at the San Jose Building Division Permit Center.
- The Permit Center is located at 200 East Santa Clara Street.
- Office hours are 9:00 a.m. to 4:00 p.m., Monday through Friday.
- Plans may be required depending on the occupancy and the scope of work.

To Find Out If The Building Division Has Issued A Gas Meter Release

To find out if the Building Division has issued a gas meter release, contact the Building Division at (408) 535-3555. Request a status check for a meter release on the voice mail system. An inspector will return your call as soon as possible. Most calls are returned within 24 hours. Please be sure to leave the following information on the voicemail:

1. The job address,
2. The permit number,
3. The name of the inspector,
4. The date of the release,
5. Whether the permit was for a gas meter or an electric meter,
6. Your name & call back number, and
7. Indicate if the inspector left a copy of the meter release on the jobsite.

When a meter is needed, and an inspection has been approved for a meter release, the inspector will issue a meter release. This is typically done at Final Inspection.

After the inspector has issued the meter release, the inspector will leave a copy of the release form on the jobsite. The inspector will bring another copy of the release form to the Building Division the day following the inspection. After the Building Division has processed the releases they are forwarded to PG&E.

To check if PG&E has received meter release notification from the city, contact them at (800) 743-5000.

Note: PG&E does not have a record of approved meter releases before 2:00 p.m. the day following inspection. Please make meter release status inquiries **after 2:00 p.m.**

If a permit was obtained and the project was inspected, but the inspector did not leave a copy of the meter release on the job, then contact the inspector who performed the inspection to find out why the meter was not released. Inspectors can be contacted by phone by calling (408) 535-3555, between 7:30 a.m. and 8:00 a.m., Monday through Friday.

If you do **not** have a copy of the meter release form, the meter cannot be released. To receive a meter release, you must first obtain the necessary permit and then have the work inspected. Once a permit is issued, the applicant can call (408) 535-3555 to schedule an inspection. After the work has been inspected and approved, the meter release can be issued.

Additionally, the owner must also contact PG&E and make arrangements to have them install the meter.

Note: PG&E will not install a meter unless they have current billing information from the owner.

For additional information regarding meter releases contact:

- PG&E at (800) 743-5000, or
- The San Jose Building Division at (408) 535-3555.